

REQUIREMENTS FOR LICENSE - MECHANIC

Access this form via website at: www.state.hi.us/dcca/pvl

WHO is eligible for a license?

- 1) Those who took and passed the ASE EXAM and have met the experience requirement.
- 2) Those people **already currently licensed** in Hawaii as a mechanic, and took and passed the ASE exam and met the experience requirement are eligible to **add** license categories to their license. (Example: A mechanic licensed in Hawaii already holds license categories "(A2) Automatic Transmission" and "(A5) Brakes." The mechanic has recently taken and passed the ASE test for "(A8) Engine Performance." Filing of the attached application is needed to ADD "(A8) Engine Performance" to the mechanic's license.)

HOW to apply for the EXAM?

- 1) Obtain the "ASE Test Registration Booklet" from one of the following places:

Professional & Vocational Licensing Division
Commerce & Consumer Affairs
1010 Richards St., Lobby
Honolulu, Hawaii 96813

Commerce & Consumer Affairs
Regulated Industries Complaints Office
345 Kekuanaoa Street, #12
Hilo, Hawaii 96720

Commerce & Consumer Affairs
Regulated Industries Complaints Office
78-6831 Alii Dr., Suite 134A
Kailua-Kona, Hawaii 96740

Commerce & Consumer Affairs
Regulated Industries Complaints Office
3060 Eiwa Street, Rm. 204
Lihue, Kauai, Hawaii 96766

Commerce & Consumer Affairs
Regulated Industries Complaints Office
1063 Lower Main Street, #C-216
Wailuku, Maui, Hawaii 96793

- 2) Complete the registration form inside the booklet.
- 3) Send the registration form with the testing fees DIRECTLY TO ASE/ACT in Iowa by the deadline date shown in the booklet.

WHEN to apply for a LICENSE:

- 1) After passing the ASE test, an application for license must be made prior to the expiration date of certification.
- 2) Upon expiration of certification, retesting or recertification is necessary.
- 3) Please note: Passing the ASE exam does not automatically permit you to operate without a mechanic's license.

HOW to apply for a LICENSE:

- 1) **COMPLETE THE ATTACHED APPLICATION FORM.**

Use a typewriter or print in black ink. Provide all the information that is asked for. Sign and date the application form.

Failure to provide all the requested information will delay the processing of your application.

(CONTINUED ON BACK)

2) ATTACH THE APPROPRIATE FEE:

Will be licensed as a new mechanic in Hawaii from July 1, **odd-numbered** year
to June 30, even-numbered year \$180*
(Application-\$10** + license-\$40 + Compliance Resolution
Fund-\$110 + second year of two-year license period-\$20)

Will be licensed as a new mechanic in Hawaii from July 1 **even-numbered** year
to June 30 **odd-numbered** year \$105
(Application-\$10** + license-\$40 + Compliance Resolution Fund-\$55)

Already currently licensed in Hawaii as a mechanic and adding a test category \$10**
(Note: Mechanics who hold an "expired" Hawaii license are required to "restore" their license first before a test category can be added. Check with the board's Honolulu office for restoration requirements and forms)

Make check payable to: COMMERCE & CONSUMER AFFAIRS

* All licensees, regardless of issuance date, are subject to renewal on or before June 30 of each odd-numbered year. If you are eligible for license near the end of the second year of the two-year license period (within 3 months), you may elect to delay issuance of your license until July 1, odd-numbered year, the date of the new license period **provided you do not conduct business until the license is issued.**

** Not refundable.

Note: One of the numerous legal requirements that you must meet in order for your new license to issue is the payment of fees as set forth in this application. You may be sent a license certificate before the check you sent us for your required fees clears your bank. If your check is returned to us unpaid, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$15.00 service fee will be charged for checks which are returned by the bank.

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license has been denied.

3) ATTACH A COPY OF A CURRENT ASE CERTIFICATE.

ASE certificates are acceptable as long as experience of the mechanic has been verified by ASE. Applicants who have yet to submit verification of their experience to ASE must do so first, get another certificate from ASE, then file with the board for license.

4) MAIL THE APPLICATION, FEE AND COPY OF ASE CERTIFICATE TO:

Motor Vehicle Repair Industry Board
DCCA, PVL Licensing Branch
P. O. Box 3469
Honolulu, HI 96801
www.state.hi.us/dcca/pvl

or

Deliver to office location at:

1010 Richards St., 1st Floor
Honolulu, HI 96813

Phone: (808) 586-3000

**ABANDONMENT
OF
APPLICATION**

You must submit all required documents and information within two years from the last date documents or information were requested or it will be considered abandoned and the Board may destroy it.

HOW to keep your license up:

**LICENSE
RENEWAL**

All licenses, regardless of issuance date, are subject to renewal by the license expiration date of June 30, each ODD-NUMBERED year. Completion of the renewal application, payment of fees, and compliance with the existing renewal requirements is mandatory. A renewal application form and instructions are sent a few months before the license expiration date. If you do not receive one, contact the Board's office. Keep the Board informed of your current mailing address.

All ASE certified mechanics must submit a copy of their current ASE certificate(s) at the time of renewal.

**LICENSE
RENEWAL**
(cont.)

If you do not have a current ASE certificate – your license will be forfeited and you will be considered unlicensed. If you have at least 1 class renewed – we will renew your license with that 1 class and place your other classes on "inactive" status. When you pass your ASE exam, you must submit a letter requesting re-activation of class(es), a copy of the current ASE certificate and \$10 for the re-issuance of your pocket card.

**LAWS AND
RULES**

Keep informed of the laws and rules governing your vocation. A copy of the Board's laws, Chapter 437, Hawaii Revised Statutes, and rules, Chapter 87, Hawaii Administrative Rules, may be obtained for \$1.25 from: *Cashier, Commerce & Consumer Affairs, P.O. Box 541, Honolulu, HI 96809.* (Prices subject to change without notice.) Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Law may be purchased separately for 75¢.

The rules are posted on our website at: www.state.hi.us/dcca/pvl, then click the specific board/program. The laws will be posted during the fall of 2001.

APPLICATION FOR LICENSE - MECHANIC

Read the attached requirements sheet before completing this form.

Name (First-Middle)

(LAST)

Other Names Used

Residence Address (Include apt. no., city, state & zip code)

Mailing Address (ONLY if different from residence)

Social Security No.

Phone No. (Days)

Lic. No.

Date Licensed

MC -

CLASS(ES):

FOR OFFICE USE

APPLICANTS WHO ALREADY HOLD A CURRENT HAWAII MECHANIC'S LICENSE
(Provide information that is on your ID Card):

License Expiration Date:

License No.:

MC-_____

MR-_____

MRC-_____

June 30, 19_____

COMPLETE THIS SECTION AND INDICATE THE CLASSIFICATION(S) YOU ARE APPLYING FOR

Check Classes Below	Classification No. & Name	Month & Year Passed	Check Classes Below	Classification No. & Name	Month & Year Passed
	Auto: Engine Repair (A1)			Truck: Gasoline Engines (T1)	
	Auto: Automatic Transmission/Transaxle (A2)			Truck: Diesel Engines (T2)	
	Auto: Manual Drive Train & Axles (A3)			Truck: Drive Train (T3)	
	Auto: Suspension & Steering (A4)			Truck: Brakes (T4)	
	Auto: Brakes (A5)			Truck: Suspension & Steering (T5)	
	Auto: Electrical/Electronic Systems (A6)			Truck: Electrical/Electronic Systems (T6)	
	Auto: Heating & Air-Conditioning (A7)			Truck: Heating, Ventilation & A/C (T7)	
	Auto Engine Performance (A8)				

I, the above-named applicant, hereby certify that the answers and statements on this application are true and correct. I understand that any misrepresentation is grounds for refusal or subsequent revocation of license and is a misdemeanor (Section 710-1017, HRS).

Date

Signature of Applicant

This material can be made available for individuals with special needs.
Please call the Licensing Branch Manager at (808) 586-3000
to submit your request.

Appl..... 395..... \$10
Lic..... 398..... \$40
CRF..... C13..... \$55 or \$110
½Ren..... 390..... \$20
Service Fee..... BCF..... \$15

LICENSING BRANCH
PROFESSIONAL AND VOCATIONAL LICENSING DIVISION
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS

To receive confirmation of your license, fill in your name and mailing address in the block below on the "Notice of Licensure" form. This confirmation will take about 3 weeks to process. The license card will take about 6 weeks to process.

NOTICE OF LICENSURE

Professional and Vocational Licensing Division
Department of Commerce and Consumer Affairs
State of Hawaii

This is authorization to act as a **CERTIFIED MECHANIC** with classification(s) in _____ until such time that a license is processed.

THIS AUTHORIZATION IS VALID ONLY WHEN SIGNED BY THE EXECUTIVE OFFICER OF THE BOARD.

Fill Name and Mailing Address in Block Below:

LICENSE NO. _____ MC - _____

EFFECTIVE DATE _____

EXPIRATION DATE _____ 6/30/ _____

Executive Officer

Congratulations on your certification as a mechanic.

Please be aware, however, that a Repair Dealer's license is required before you can provide independent mechanic services to consumers.